

NOAA Records Disposition Handbook
Chapter 600: International Activities Records
Rev. 5/95

600-01	Country files	New Item
600-02	Int'l. Group files	NCI-370-75-1, Item IA-1
600-03	Int'l. Project files	NCI-370-75-1, Item IA-1
600-04	Int'l. Agreements files	NCI-370-75-1. Item L4,-1
600-05	Multi-lat. Relations files	NCI-370-75-1. Item IA-1
600-06	Law of Sea files	NCI-370-75-1, Item IA-1
600-07	Foreign Visitor files	NCI-370-75-1, Item IA-3
600-08	Technical Assistance files	NCI-370-75-1, Item IA-

Chapter 600: International Activities Records

This chapter of the schedule deals with NOAA's relations with foreign countries, with international organizations and groups, and to technical assistance programs for other countries and their citizens. The Office of International Affairs at the HQ Staff level coordinates all NOAA International Affairs programs and policies. Each NOAA Line Office maintains an International Activities (IA) office or staff which provides international activities programs and services for the specific Line Office and its units. Some records in NOAA International Affairs offices that are not listed in this chapter of the NOAA *Records Disposition Handbook* may be scheduled in Chapter 100, Records Common to All NOAA Offices, such as IA program and correspondence subject files. If other program records are not listed in either Chapters 100 or 200, or in other specific functional chapters of this Handbook, contact the NOAA Records Management Officer for storage and disposition instructions.

600

-01 "Country" or International Affairs Subject Files.

Correspondence, reports, memorandums, studies, analyses, cables, publications, and all other documentary materials relating to foreign countries and federal, interagency, and NOAA international scientific affairs, and other topics including but not limited to international activities; policies, decisions, agreements, negotiations, and issues; international scientific issues and resources; foreign country profiles and historical background and technical information; international environmental research initiatives; protected species and other biological research; national and international resource monitoring and compliance; and international treaties, laws and regulations that affect the federal government or NOAA's international activities and initiatives. These files are often arranged by country, and thereunder by subject classification.

NOTE: Dispositions for individual record series with functions that may be listed elsewhere in this manual do not apply when all such records are maintained together in one integral filing unit or in organized country or international affairs subject files.

AUTHORIZED DISPOSITION:

- a. Pre-1960 Files.** PERMANENT. Transfer immediately to the National Archives.
- b. All Other Files.** PERMANENT. Break inactive or closed files every 5 years and transfer to the Federal Records Center when 10 years old. Transfer to the National Archives when the records are 30 years old.

600

-02 International Group or Organization Files

Records pertaining to NOAA relations with and participation in meetings, conferences, symposia, or special projects with international organizations and groups, summit meetings, special international task forces, international scientific and professional organizations, and international or regional bodies such as United Nations organizations, the International Council of Scientific Unions (ICSU), the Organization of American States (OAS), the World Meteorological Organization (WMO), the Intergovernmental Oceanographic Commission (IOC), and similar groups or organizations.

AUTHORIZED DISPOSITION: PERMANENT. Break inactive or closed files every 5 years and transfer to the Federal Records Center. Transfer to the National Archives when 30 years old.

600

-03 International Projects Files

Records pertaining to NOAA participation in international projects that involve one or more foreign countries. These projects may be formally designated scientific and technical assistance projects, foreign national training programs conducted by NOAA staff, experimental operations or assistance, international data exchange projects, and informal cooperative projects between NOAA and other nations, foundations, special consortiums, or international organizations. NOTE: A copy of agreements, memorandums of understanding, or other similar agreement may be maintained in these files. However, this series of records relates to the administration and management of the project, and is usually maintained separately from the official record copy of International Agreement files listed in Item 4.

AUTHORIZED DISPOSITION: Break files annually at the close of the project and transfer to the Federal Records Center when 5 years old. Destroy when 10 years old.

600

-04 International Agreements

The official copy of each international agreement, memorandum of understanding, or similar record between NOAA and foreign countries or international organizations.

NOTE: This disposition applies only to separate series of international agreements maintained apart from other record series listed in this function. Copies of international

agreements may be contained in organized Country Files listed in Item 1; in International Project Files, Item 3; and in Bilateral Relations files, Item 5, and the disposition for those series applies to international agreements filed in them.

AUTHORIZED DISPOSITION: Close files annually when the agreement expires or is superseded, and transfer to the FRC 5 years after closure. Destroy 10 years after the file is closed.

600

-05 Multilateral and Bilateral Relations, Policy, and Position Subject Files (Supersedes NC1-370-75-1, Item IA-1)

Correspondence, memorandums, reports, studies, policy reviews, copies of international agreements, and similar records that document NOAA international policies, international or interagency policy development and policy determinations, NOAA's international or multilateral and bilateral relations, and other issues concerning NOAA's relations with foreign countries or organizations. **NOTE:** These records may often be filed in organized Country Files, listed in Item 1. This disposition applies only to those Multilateral and Bilateral Relations, Policy, and Position Files maintained separately, and are often found in policy-making and policy review offices at the NOAA HQ Staff and Line Office levels..

AUTHORIZED DISPOSITION: PERMANENT. Cutoff closed files annually and transfer to the FRC when 5 years old. Transfer to the National Archives when 20 years old.

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-06 Law of the Sea Policy and Issue Subject Files (Supersedes NC1-370-75-1, Item IA-1)

Correspondence, reports, memorandums, minutes of meetings, policy reviews and studies, and other records that document NOAA participation in Law of the Sea meetings, policy determinations, issues, and negotiations. **NOTE:** Records relating to NOAA-sponsored attendance and participation at international conferences regarding the Law of the Sea are scheduled under Chapter 100, Item 16, NOAA-Sponsored Committee, Task Force, Conference, Group, and Board Records.

AUTHORIZED DISPOSITION: PERMANENT. Cutoff closed files annually and transfer to the FRC five years after cutoff. Transfer to the National Archives when 20 years old.

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-07 Foreign Visitor, Training or Assistance Files (Supersedes NC1-370-75-1, Item IA3)

Case files containing correspondence, memorandums, reports, background, technical, or biographical information, and other records relating to protocol matters and assistance in arranging travel plans and visits for foreign officials and other visitors. The files may also contain travel, sponsorship, training, and course records related to NOAA-sponsored international training programs conducted for visitors, foreign scientists, or foreign officials.

AUTHORIZED DISPOSITION: Destroy when 3 years old.

600

-08 Technical Assistance Project Files (Supersedes NC1-370-75-1, Item IA-4)

Correspondence, reports, memorandums, research papers, progress reports, and other records pertaining to foreign technical assistance projects and programs undertaken by U.S. scientists for foreign countries in the environmental and marine sciences.

AUTHORIZED DISPOSITION: Destroy 5 years after the project closes.